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DDA 85-0060/20
24 May 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 24 May 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Drivers for Virginia Concrete, the supplier of concrete for all three contractors for the new Headquarters Building, have gone on strike. Although some trucks are being driven by company management, delivery schedules have been quite constricted. As of this date, progress on all three contracts has not been impaired, and the contractors have developed contingency plans for alternative suppliers. The New Building Project Office, Office of Logistics (OL), is developing a plan to manage alternate site access if picket lines are formed. Additionally, steel deliveries for the new building superstructure will begin the first week of June. Ten to fifteen trailer loads will be stored on site. A 150-ton crane, to be used to place the steel, will be assembled on site during the week of 20 May. Seven to ten truck loads of parts will be used to make up the crane assembly.

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e. The request for proposal for the Personnel Access Security System (PASS) was released to 26 prospective offerors on 20 May. The new system will expand the capabilities of the current system to include ingress and egress control, temporary card access control, and visitor card access control. Proposals are due 18 June 1985 with an anticipated award in August.

f. The DDS&T has reviewed the staffing of its procurement teams and has determined that more contract officers are required to accomplish the DS&T procurement mission. They have requested that 11 additional contract officers be assigned. This brings our expected requirement through March 1986 for journeyman contract officers to 25.

g. The contractor has completed approximately 95 percent of the painting of existing exposed surfaces in the South Cafeteria in the Headquarters Building. Approximately 87 percent of the new millwork has been received, and 75 percent of it has been erected in its final position. Additional millwork for the existing wall surfaces is scheduled to be delivered the weekend of 25 May.

h. Over the Memorial Day weekend, starting Friday evening, 24 May, and ending on Tuesday morning, 28 May, the Headquarters Building will be experiencing a major chilled water outage. This outage will facilitate the hookup of new chilled water risers on the north and south sides of the building and the installation of 12 new pipe valves. Backup chillers will provide cooling for the special usage and communications centers within the Headquarters Building. In addition, a mobile trailer-mounted chiller unit

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will be positioned at the northeast entrance to provide added support. These centers should not experience any chilled water problems during the building-wide chilled water outage. The balance of the Headquarters Building will be without air conditioning for approximately 72 hours.

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j. The OP Retirement Division (RD) has been flooded with inquiries regarding purchase of retirement credit for post 1956 military service (Catch-62) as a result of the recently republished Employee Bulletin and WWSB on this subject. As explained in these publications, the grace period for making interest-free purchases ends on 1 October 1985. Within a two-day period, approximately 200 telephone calls and over 60 written inquiries were received from potentially affected employees. Appropriate information and assistance are being provided by RD.

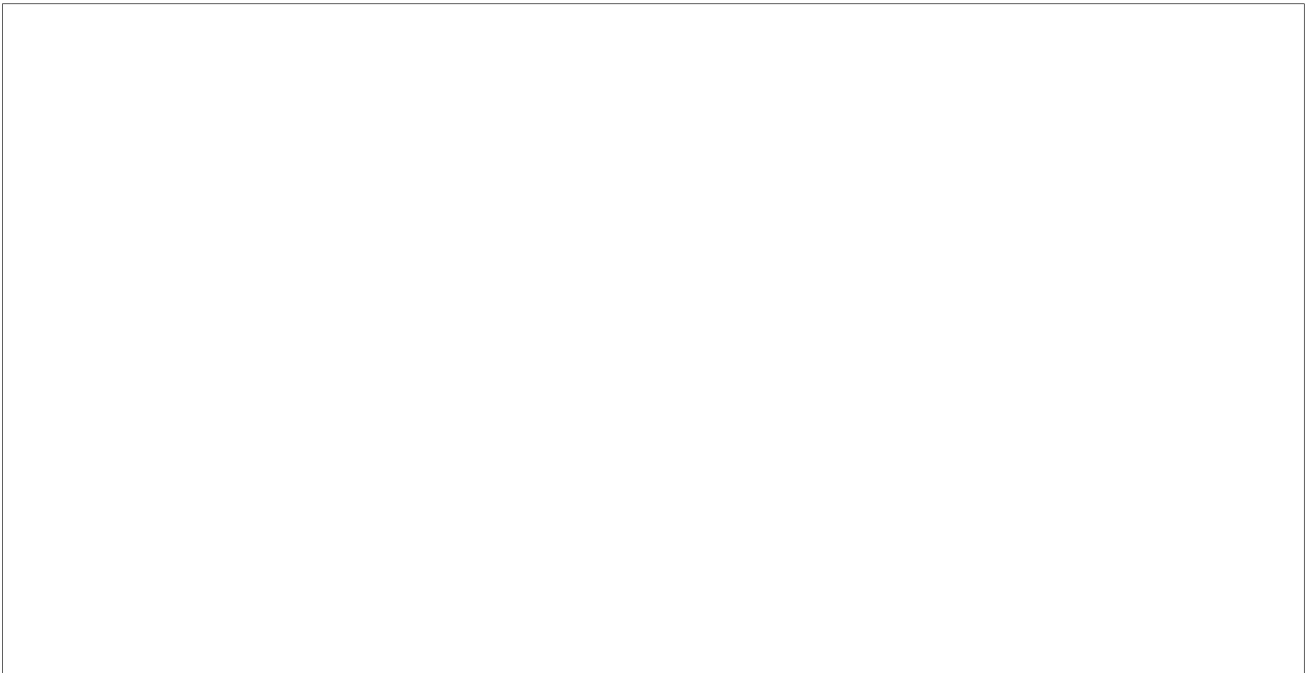
k. The first of two "Rowan Reports" devoted to Agency recruitment needs was broadcast this past week on the radio. The message was aimed at Black listeners and was well done. With stations throughout the country carrying the program, it has great potential for helping the OP's recruitment effort.

1. Representatives from all Directorates joined forces with OP's Office of Employment personnel in Denver last week to conduct interviews with 21 applicants. Like similar exercises in the past, this effort was designed to expedite applicant processing by making hiring decisions on the spot. Eighteen of these were made, making the trip the most successful one so far. The representatives agreed that the participation of all the Directorates contributed significantly to the success of the trip.

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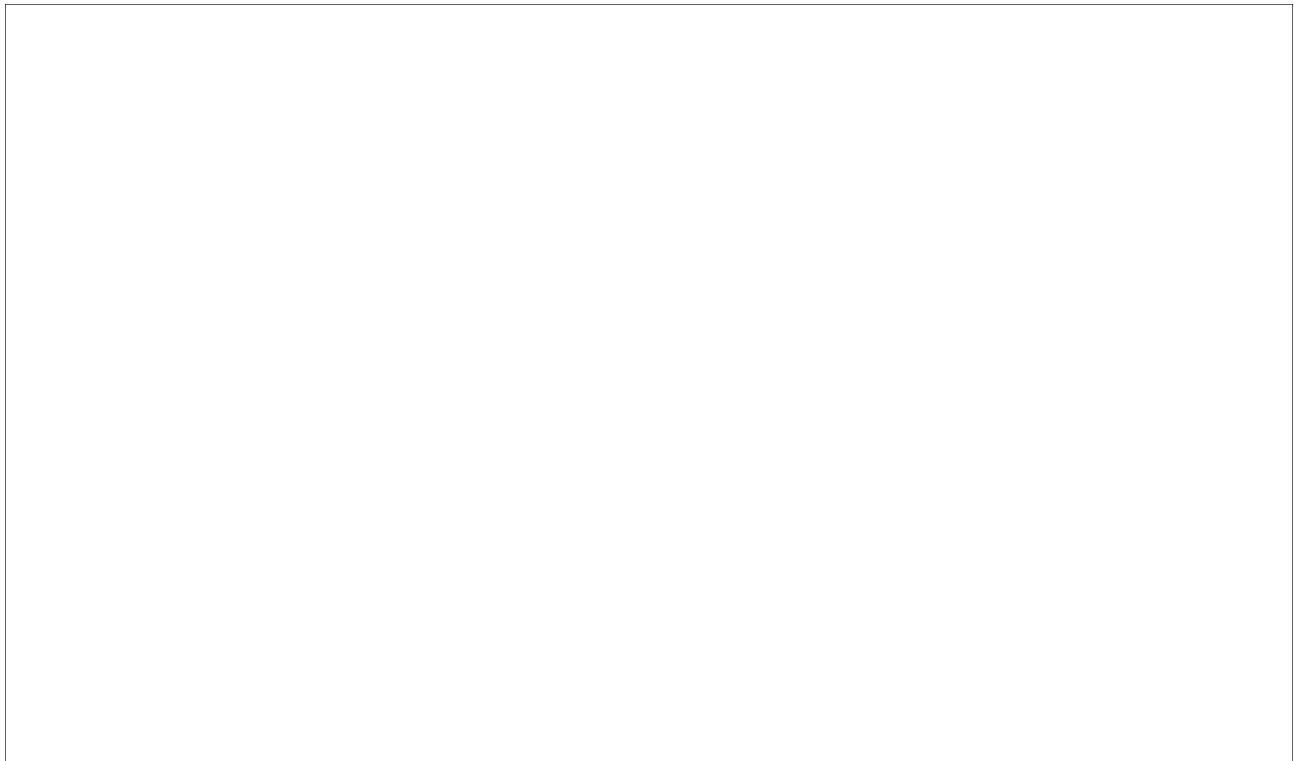
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p. On 17 May, representatives from OS and OGC met in Alexandria, Virginia, with Mr. Carroll Weimer, U. S. Attorney's Office, to discuss Security Protective Officers' (SPOs) ticket writing and arrest procedures. Mr. Weimer agreed to visit the Headquarters Compound in the near future and brief the SPOs on these procedures as well as the "do's and don'ts" of court demeanor.

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v. Representatives from the Office of Information Services (OIS) met with the Chief of the Information Management Staff, Directorate of Operations (IMS/DO), and other IMS representatives to discuss the DO's participation in the Historical Review Program (HRP). While the DO had expressed some concern over the releasing of its records outside the DO, agreement was reached wherein all permanent records from the Strategic Services Unit and the Central Intelligence Group for the period 2 October 1945 to 17 September 1947 will be sent to the HRP. The objective is to provide an opportunity to observe procedures used by the HRP in processing the documents in order to make a more informed judgment on just how the DO will cooperate and participate in the HRP.

w. On 20 May OIS representatives met with the Records Management Officer and Archivist for the National Security Agency (NSA) and members of his staff to discuss NSA's records preservation program. A summary of the salient points follows. Upon a thirty-year classification review and determination, each document is carefully examined and placed in acid-free containers--boxes and folders--for storage. In the case of Thermofax and similar types of old reproductions, new copies are produced. For documents of intrinsic historical value, special preservation activities, such as encapsulation, are undertaken. Additional preservation efforts include a deacidification device, a freeze-dry chamber for water-damaged records, and a machine for laminating old maps. Clearly, NSA's program has merit, and OIS plans to determine what aspects of NSA's preservation program is applicable to the Agency and budget accordingly.

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y. Representatives from the Office of Information Technology (OIT), Directorate of Intelligence (DI), and the Office of Legislative Liaison (OLL) met with the Staff Director and Security Officer of the SSCI to discuss a request by the SSCI for access to certain computerized data maintained by the Agency. The topic of accessing Agency computer systems was discussed, but no action is anticipated to permit this type of connectivity.

z. Coding for the conference capability in the Decision Support and Information System for Terrorism (DESIST) has been completed. Software for this system has been installed and is currently being tested by the customer. This system enables DESIST users to set up an online conference between any number of users on the system, so that messages sent will go to all users in the conference group.

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cc. OF reacted to the Savings and Loan crisis in Maryland by notifying employees that deposits to their accounts for pay period 11 (to be paid on 23 May 1985) could be cancelled and salary checks sent to the individual.

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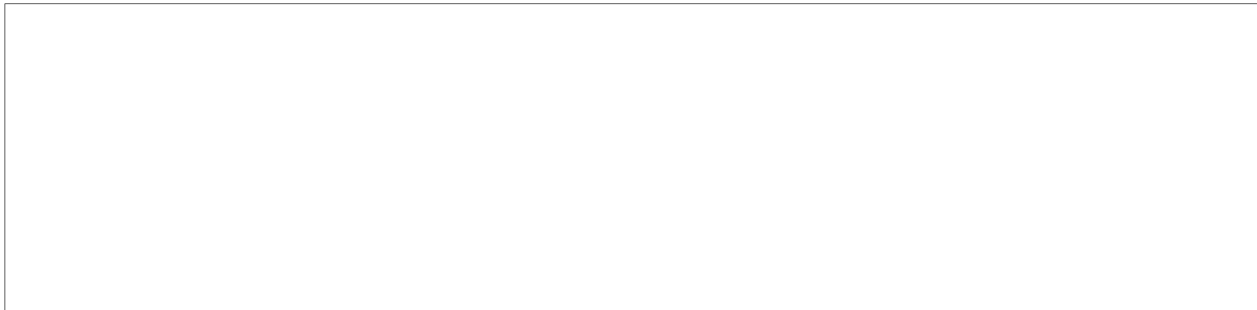


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ee. OTE Language Officers met with the C/LA [redacted] on 10 May to discuss the new set of role-plays utilized in the 1985 Spanish Total Immersion Course. Having earlier reviewed the recently developed material, the C/LA [redacted] expressed support for and satisfaction with the increased emphasis placed on the operational purposes to which our students will apply their acquired language skills. LA suggestions and student feedback will be taken into consideration in making minor revisions to the comprehensive package of agent acquisition and agent handling role-plays.

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/s/ Harry E. Fitzwater

Harry E. Fitzwater

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1 - DDCI

1 - EXDIR

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1 - Ea. DA OD (via AIM/Wang)

1 - SSA/DDA

1 - DDA/CMS

1 - DDA/MS

1 - DDA/EEO

1 - DDA Subj

1 - HEF Chrono

1 - EO Subj

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